

PROCEDURE MANUAL

OF

~~American Association for Nude Recreation-~~

~~Southwest Region~~

THE AMERICAN ASSOCIATION FOR NUDE

RECREATION – SOUTHWESTERN REGION



Revised January 12, 2008

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The Southwestern Sunbathing Association (SWSA), a Texas ~~Nonprofit~~Non-Profit Corporation, does business as the American Association for Nude Recreation – Southwestern Region, AANR – Southwest, and AANR-SW, ~~which is the American Association for Nude Recreation-Southwest Region.~~ All references herein to AANR-SW refer to the Southwestern Sunbathing Association.

Article I – Membership

A. Basic Membership

1. All AANR members in good standing ~~of AANR~~ whose membership causes them to be members of the Southwestern Region of AANR, as defined by the AANR Bylaws, shall be Basic members of AANR-SW. Basic membership may be held individually without being held through an AANR chartered landed or non-landed club.
2. AANR-SW membership is \$10 per adult per year.
3. Membership fees paid to an AANR chartered landed or non-landed club shall be transmitted to AANR as required by the AANR Procedure Manual.
4. Regional membership fees for the AANR Student Membership (available to full-time students ages 18-25) are waived.

B. Life Membership

1. Honorary Life Membership (no ~~payment of~~ AANR-SW dues).
 - a. Honorary Life Membership shall be issued to each AANR-SW President upon completion in good order of the term of office.
 - b. Honorary Life Membership may be bestowed by the General Assembly upon a member for meritorious service.
2. Paid Life Membership
 - a. Must be a Life Member of AANR.
 - b. Must be a member in good standing of AANR-SW.
 - c. Shall pay a one-time charge equal to 12 times the current annual AANR-SW membership fee.
3. AANR-SW Life Memberships will be honored only in conjunction with AANR memberships.

C. Rights of Members

1. Any AANR-SW member ~~of AANR-SW~~ shall be permitted to attend any Board of Directors meeting ~~of the Board of Directors~~ or AANR-SW committee or subcommittee meeting, with voice ~~the~~ privilege ~~of voice~~ resting with the Chairperson.
2. All AANR-SW members ~~of AANR-SW~~ shall have a voice in the AANR-SW affairs ~~of AANR-SW~~ through direct vote or through the AANR-SW duly elected Board of Directors.

Article II – Officers

The AANR-SW Officers' qualifications, method of election, term of office, etc., ~~of the Officers of AANR-SW~~ shall be as stated in the AANR-SW Bylaws. AANR-SW ~~elected~~ Officers shall maintain their principle place of residence within the geographical boundaries of the Southwestern Region of AANR.

A. President. The President shall:

1. ~~Shall Be~~ the AANR-SW Chief Executive Officer ~~of AANR-SW~~ and ~~shall~~ be responsible for all matters conducted by its Officers and employees.

2. ~~Shall B~~ be the Chairperson of the AANR-SW Board of Directors with no vote except to break a tie or complete a quorum, and shall be responsible for the execution of instructions and directives as issued by the AANR-SW General Assembly and/or Board of Directors.
3. ~~Shall A~~ appoint a chairperson for each AANR-SW Standing Committee ~~of AANR-SW~~, and for any special committees, and shall serve as an *ex officio* member of all committees.
4. ~~Shall I~~ inform the Board of Directors of all matters of importance to AANR-SW, including, but not limited to: committee reports, official vacancies, results of mail ballots, and provisional club status. ~~The President shall also notify all Officers and club Certifying Officers of all newsworthy events which occur in the Southwestern Region. Such notification shall be made at the earliest practical date.~~
5. Notify all Officers and resort or club delegates of all newsworthy events which occur in the Southwestern Region. Such notification shall be made at the earliest practical date.
6. ~~Shall C~~ countersign all checks along with the Secretary/Treasurer.
- 6.7. ~~Shall S~~ set the time and place of the AANR-SW ~~Mid-Winter~~ Midwinter Board Meeting, which is to be held annually between November 1 and April 1.

B. Vice President. The Vice President shall:

1. ~~Shall B~~ be the assistant to the President and, in the President's absence or incapacity ~~of the President~~, shall assume the responsibilities ~~and privileges~~ of the Presidency.
2. ~~Shall B~~ be a voting member of the AANR-SW Board of Directors.
3. Carry out such duties as assigned by the President.

C. Secretary/Treasurer. The Secretary/Treasurer shall:

1. ~~Shall V~~ verify, record, and maintain confidential membership files or lists, including those recorded on electronic media.
2. ~~Shall R~~ record, deposit, and maintain accurate records of membership dues.
3. ~~Shall P~~ pay all legitimate debts of AANR-SW and invoices to AANR-SW as they come due.
4. ~~Shall V~~ verify record, co-sign checks for, and maintain accurate records of all disbursements of AANR-SW funds.
5. ~~Shall M~~ make all disbursements by check drawn from the AANR-SW General Operating Account, or from special accounts with a voucher and supporting bill and/or receipt.
6. ~~Shall F~~ file all ~~required government~~ forms required by government necessary for the proper handling of AANR-SW business.
7. ~~Shall M~~ maintain accounting for each fund separately, showing income, disbursements, and fund balance for all funds in all AANR-SW financial reports.
8. ~~It shall be the duty of the Secretary/Treasurer to O~~ obtain Officers and Director's medallions in a timely manner.

D. Recording Secretary. The Recording Secretary shall:

1. ~~Shall M~~ maintain accurate Minutes of all meetings of the AANR-SW General Assembly and Board of Directors, receive and maintain all Officer's and Committee Reports, and receive and maintain all signed ballots and proxies.
2. ~~Shall M~~ maintain an accurate and current copy of the AANR-SW Procedure Manual and all forms contained in the Procedure Manual Appendix, and distribute copies thereof as necessary and as directed by the President or the Board of Directors.
3. ~~Shall M~~ maintain all AANR-SW correspondence.
4. ~~Shall M~~ maintain a list of all AANR-SW Standing Committees and special committees.

5. ~~Shall C~~orrect through proper punctuation, commas, and spelling, the Minutes of the AANR-SW General Assembly Meeting ~~and~~ meetings of the Board of Directors, so long as the corrections made do not change the meaning of the language stated in the Minutes actually recorded.
6. ~~Shall S~~end all mail ballots and communications requiring a response within a limited time.
7. ~~Shall A~~nnotate all changes to the Procedure Manual as a result of a vote of the AANR-SW General Assembly or Board of Directors with a vertical bar line (|) in the left margin next to the changed text, and indicate on the bottom right corner of any revised page the words "Revised . . ." and the date the revision is effective.
8. ~~Shall T~~ype and distribute, within 60 days following the adjournment of an AANR-SW General Assembly Meeting or Board of Directors Meeting, the Minutes of such meeting and all revisions to the Procedure Manual necessitated by a vote at such meeting, to all Board members, Officers, Committee Chairpersons, AANR-SW clubs, and the AANR Executive Office.
9. ~~Upon request shall S~~end, upon request, Committee reports to AANR-SW clubs not officially represented at a meeting and to Officers who were absent from a meeting at which such reports were presented.
10. ~~Shall B~~be the custodian of all rough drafts, memoranda, notes, and electronic media used for drafting and maintaining all minutes, reports, and correspondence, and ~~shall not~~ release such documents unless only when directed to do so by the Board of Directors or court order.
11. ~~Shall N~~otify the AANR Executive Office of the results of regional elections within 10 days of such elections.

Article III – Board of Directors

- A. The qualifications, method of election, and term of office of the Board of Directors shall be as stated in the AANR-SW Bylaws.
- B. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at a meeting, a majority of the Directors present may adjourn the meeting to another specified time without further notice.
 1. The Board of Directors shall manage the affairs of the Association and shall conduct business in accordance with the AANR-SW ~~Articles of Incorporation~~Certificate of Formation, Bylaws, and Procedure Manual. The act of a majority of the Directors present in person at a Board meeting of the Board at which a quorum is present shall be the act of the Board of Directors on any matter, which includes, but is not limited to:
 - a. Approval of expenditures;
 - b. Filling official vacancies in accordance with the Bylaws;
 - c. Recommending charters for provisional groups to the AANR-SW Trustees;
 - d. Making amendments to the AANR-SW Procedure Manual; and
 - e. Approving Committee Reports.
 2. The Board of Directors may recommend the placement of persons on the AANR Caution List.
 3. The Board of Directors shall appoint a Nominating Committee to publish office openings and vacancies, receive names, and authenticate candidates' eligibility for nomination as Officers, Trustees, and Board Members, ~~and for any awards.~~
 4. Any matter pertaining to AANR-SW that is not the express responsibility of another person or stated body shall be the responsibility of the Board of Directors.
 5. Members of the Board of Directors may hold a special meeting of the Board by means of conference telephone call by which all persons participating in the meeting can hear each other, or on the Internet, only if each person entitled to participate in the meeting consents, and the

system provides access to the meeting using a method by which each person can communicate with each other participant.

6. Any Director may present the President a written motion, along with a request in writing that such motion be presented to the Board of Directors for a vote by mail. No second for such motion shall be required. If the motion is in order, the President shall direct the Recording Secretary to mail a copy thereof to each Director, along with a ballot on which to vote on the motion and to return to the Recording Secretary. ~~Such Ballots~~ shall be deposited in the return mail by ~~the~~ Directors within 14 days after they were mailed by the Recording Secretary. If the ballots returned timely to the Recording Secretary reflect that a quorum voted on the motion, the majority of those Directors voting shall constitute the action taken by the Board on such motion.

Article IV – Trustees

The qualifications, method of election, number, and term of office of the AANR-SW Trustees are as stated in the AANR-SW Bylaws. The AANR-SW Trustees shall be members of the AANR Board of Trustees and shall be the authorized representatives of ~~the AANR-SW SWSA~~ members at AANR Board meetings in matters pertaining to AANR and its Southwestern Region.

Article V – Travel Expenses

Travel expenses may be paid only if there is money included in the budget approved for the reimbursement of travel expenses. AANR-SW may reimburse travel expenses incurred for the attendance at all official Board meetings, as follows:

- A. Executive Officers, Directors, Trustees, and Chairpersons of Standing Committees shall be reimbursed their travel expenses for attending AANR-SW Board Meetings, except newly-elected Officers, Directors, and Trustees attending their first Inboard Meeting following the Convention. If the amount allocated to reimburse travel expenses for the first meeting in a fiscal year is not used, the remainder will be applied to the amount allocated for the next meeting held that fiscal year.
- B. Reimbursement will be based on the following criteria:
 1. Mileage at the current rate per mile established by the IRS for travel, or at coach rate airfare, whichever is less.
 2. Mileage to and from the nearest commercial airport for individuals residing more than 150 miles from the meeting site.
 3. Reimbursement will be authorized only for those attending an entire meeting, unavoidable transportation delays notwithstanding.
 4. Any individual holding more than one office will receive only one reimbursement.
 5. If any two or more members of the same family holding an office travel to the same meeting, only their combined direct expenses will be reimbursed, not to exceed the requirements of item 1 above.
 6. Only one person per automobile may be reimbursed for mileage expenses.
 7. All reimbursement for travel shall be for expenses actually incurred for AANR-SW official business.
- C. The Secretary/Treasurer shall pay all verified and approved travel expenses for attending a Board meeting at the close of such meeting. After all expenses have been calculated, if the total exceeds the amount budgeted for reimbursement, then the budgeted amount shall be divided by the total travel expenses incurred to determine the percentage of travel expenses to which each person shall be entitled to reimbursement.

- D. The President of AANR-SW shall be reimbursed for travel expenses and room charges for attending the AANR Convention and official AANR Board Meetings. However, reimbursement for room charges is not to exceed the amount of the room charges reimbursed to AANR Trustees by AANR.

Article VI – Budget, Finance, and Expenditures

A. Budget

1. The Finance Chairperson shall submit a proposed budget for approval by the Board of Directors. The proposed budget shall contain estimates of income and proposed budget allocations for the fiscal year. The budget allocations shall be determined by the Finance Chairperson after consultation with the Secretary/Treasurer and with any other Officers and members of AANR-SW whom he or she wishes to consult.
2. The proposed budget allocations shall include a category entitled, "Contingency" which shall receive ~~an allocation of~~ an amount ~~to be allocated as~~ determined by the Finance Committee at the time ~~of the~~ fiscal year's budget ~~is preparation~~. This allocation will be used to cover unanticipated but necessary expenses and costs of a general nature which cannot be properly assigned to one of the regular budget categories.
3. The budget allocations, as finally amended and approved by the Board, shall be considered as advisory guidelines for the expenditure of funds by the Association. Every effort shall be made to observe and follow the guidelines. The Board may also, at its discretion, vote to authorize the expenditure of funds not budgeted in advance, if a clear need for such expenditure exists and if the necessary funds are available.
4. The approved budget will be published by the Secretary/Treasurer along with the previous year's budget, Profit and Loss Statement, and Income and Expense Summary, and distributed to AANR-SW clubs no later than thirty (30) days after the ~~Mid-Winter-Midwinter~~ Board Meeting for the current budget year.

B. Types of Expenditures. AANR-SW recognizes the following types of expenditures:

1. Annual and Recurring Expenses. Examples: supplies, materials, telephone, postage, general office expense, reimbursement to AANR-SW officials for expenses incurred in behalf of AANR-SW, advertising, printing, etc.
 - a. Public Relations and Advertising. The percentage of AANR-SW dues allocated by the Bylaws, plus any carry-over income budgeted for public relations and advertising, may be spent by the Board of Directors in the following manner:
 - (1) Regional advertising as determined annually by the Board of Directors.
 - (2) Club Advertising and Reimbursement.
 - (a) The budgeted amount for public relations and advertising shall be equally divided among all AANR-SW clubs holding a valid charter as of January 1st of the year budgeted. All clubs chartered after that date are not eligible for reimbursement in that year.
 - (b) Each participating club shall receive 50% of their total advertising cost not to exceed \$1,000 annually beginning November 1st of the previous year and ending October 31st of the current year. If the total submitted by all participating clubs exceeds the amount budgeted, the reimbursement amounts will be prorated.
 - (c) All advertising must comply with AANR rules for advertising reimbursement, and must be certified as having already been paid by the club applying for reimbursement. The AANR-SW logo and/or name must also be included on the advertising.
 - (d) All proof of advertising from clubs applying for reimbursement must be received on or before December 1st of each year by the Secretary/Treasurer.

- b. Convention Advertising Reimbursement. A ~~member~~ club which has been approved by the General Assembly or Board of Directors to ~~H~~host the succeeding year's ~~regional~~ Convention is eligible for advertising reimbursement if:
 - (1) All advertisements and dates of publication have been approved by the ~~Conventions~~ and Facilities Committee Chairperson and by the AANR-SW President.
 - (2) All advertisements to be reimbursed have been published in the AANR Bulletin.
 - c. Advance Payment of Expenses. Recurring expenses, such as those for the AANR-SW General Assembly, etc., may be paid in advance, but not to exceed six (6) months in advance of the event.
2. Capital Outlays. Any major item ~~of a major nature~~ whose useful life will extend over several years. Examples: office machinery, furniture.
 3. Special Appropriations. One-time or non-recurring expenditures. Examples: donations to AANR Public Relations Fund, hiring a professional auditor or legal counsel.
- C. Authorization.
1. The AANR-SW President, or Vice President in the President's absence, shall countersign all checks. The purpose of ~~this~~ countersignature is to keep the President informed of all AANR-SW financial transactions and to provide a joint responsibility and control for the Association's funds. The Vice President may, by direction of the President, sign checks for authorized expenditures in the absence of the Secretary/Treasurer's signature. The President's signature on a AANR-SW check is not necessarily to be interpreted as ~~an indication of~~ approval of a properly authorized expenditure. The President may not withhold his or her signature from a properly authorized payment, nor may he or she order the expenditure of funds not properly authorized.
 2. The Secretary/Treasurer is authorized to pay all expenditures under Type 1 of paragraph B above without further approval of the President, the Board, or the General Assembly, provided that budget allocations are not exceeded. The Secretary/Treasurer is cautioned to notify the Finance Chairperson and the President immediately if a budget allocation is in danger of being exhausted.
 3. All capital outlays and special appropriation expenditures under Type 2 and 3 of paragraph B above which exceed \$25 must be approved by the Board.
 4. In the absence of a clear statement in the budget or in the authorization as approved by the Board, it shall be the prerogative of the President to assign an expenditure to the particular budget category he or she deems most appropriate.
- D. Records. The Secretary/Treasurer shall maintain careful records of all income and expenditures. Receipts and itemized invoices for all purchases shall be kept and shall be available for inspection by the President, Vice President, Directors, or any other person authorized by the Board. An annual review of AANR-SW financial records shall be conducted as set forth in Article VII, B.3.
- E. Fiscal Year. The AANR-SW fiscal year shall be from January 1 through December 31.

Article VII – Standing Committees

All Officers and Standing Committee Chairpersons shall maintain a copy of the procedural guidelines pertaining to their office or committee. The President, Vice President, and Recording Secretary shall maintain a copy of all office and committee guidelines. The procedural guidelines may be changed only by the Board of Directors. The procedural guidelines for committees are to be used only as guidelines for committee chairpersons, and need not be followed verbatim, unless directed by the President or Board of Directors.

All Standing Committee Chairpersons shall present a written report of committee activities to the General Assembly and Mid—Winter Board ~~of Directors Meeting~~ each year of committee activities and shall report any events of importance to AANR-SW under their committee's area of responsibility. Reports should be submitted electronically to all officers, directors, committee chairs, and AANR-SW clubs at least seven days in advance of the General Assembly or ~~Mid-Winter~~Midwinter Meeting.

Standing Committee ~~duties and~~ procedures ~~and duties~~ are as follows:

A. Internal Administration.

1. Study and investigate new clubs desiring to affiliate with AANR/AANR-SW, and recommend aid to and/or termination of current AANR-SW clubs.
2. Investigate individuals reported by AANR-SW clubs to AANR regarding behavior inconsistent with the AANR/AANR-SW aims, principles, and standards, and make recommendations to AANR regarding the placement of individuals on the AANR Caution List.
3. Assist or advise the Secretary/Treasurer as needed or requested.
4. Be responsible for addressing grievances within ~~h~~the Association, and follow the rules for resolving grievances as set forth in the AANR Procedure Manual.
5. Investigate any alleged AANR-SW logo copyright infringement ~~of the AANR-SW logo~~.
6. Investigate the feasibility of any proposed AANR-SW logos, and check for any potential copyright infringement through the use of such logos.
7. Develop and maintain standard forms for use by AANR-SW.

B. Finance.—

1. With regard to General and Special Funds:
 - a. Study the sources of regional income, including membership dues, convention registration fees, and other potential income sources.
 - b. Study the feasibility of creating special funds.
 - c. Study expenditures not covered by the current budget.
2. With regard to Ways and Means:
 - a. Recommend ways and means of increasing income.
 - b. Recommend a program or method for appealing to clubs and members for donations to any special drive.
 - c. Create and stimulate interest in any special donation program through an AANR-SW newsletter or special mailing.
3. With regard to ~~the~~ Financial Review:
 - a. The Finance Committee Chairperson shall appoint a Review Committee each year consisting of at least two AANR-SW members in good standing to review all AANR-SW/WSA financial records and report the results in writing to the General Assembly. The AANR-SW President, Vice President, ~~or~~and Secretary/Treasurer are ineligible to serve on the Review Committee.
 - b. The Review Committee shall confirm that proper, complete, and accurate accounting records have been kept; that all Bylaws and procedures governing budget, receipts, and expenditures have been followed; that all expenditures are properly supported and approved; and that all bank records reconcile with AANR-SW financial records.
 - c. Each review shall cover all activity from the date of the prior review through the end of the previous fiscal year. All records relevant to the review period, together with such records requested by the Finance Committee, shall be delivered to the Review Committee within 60 days of the end of the previous fiscal year.
 - d. The review shall be completed at least 45 days prior to the General Assembly and submitted upon completion to the AANR-SW Secretary/Treasurer and President for review.

C. Legislation.

1. Review the AANR-SW Bylaws for possible changes and present any proposed changes to the General Assembly.

2. Review the AANR-SW Procedure Manual and present any proposed changes to the Board of Directors.
3. Compile information that documents the growing nudist/naturist movement in the United States and furthers the expansion and acceptance of nudism within our society from such sources as judicial opinions, legislative enactments, magazine articles, opinions expressed in audio/visual media, and/or from individuals or groups defending or promoting social nudism.

D. Public Relations and Marketing.

1. Assist the AANR office in ensuring submission of accurate information for use in the North American Guide: NORTH AMERICAN GUIDE TO NUDE RECREATION.
2. Submit regional entries to AANR for AANR awards pertaining to public relations.
3. Coordinate submission of regional news for publication, such as convention reports, inter-club events, and pre-convention advertising.
4. Coordinate with the Conventions and Facilities Chairperson and Host club representative for pre-convention news releases to the media, and supervise all media personnel attending Conventions.
5. Assume responsibility for formulating any public appearances and/or speakers regarding social nudism or nude recreation.
6. Assume responsibility for developing and maintaining a marketing program focused on attracting prospective members for clubs in the region.

E. Conventions and Facilities.

~~1. The Conventions and Facilities Chairperson may not be a member of management of the club hosting the Annual AANR-SW Convention. In the event the chairperson becomes a member of management of the club hosting the Annual AANR-SW Convention, the chairperson must resign, and the President shall appoint a new chairperson.~~

~~2. Duties:~~

~~a.1. Work to facilitate preparations for the AANR-SW Convention with a member of the hHost club to facilitate preparations for the Annual AANR-SW Convention.~~

~~2b. Approve the rules and order of business to be followed at the Convention.~~

~~e.3. Coordinate the plans, preparations, and arrangements, for the Convention, and execution of committee assignments. Such coordination shall include, but is not limited to, the following: The Conventions and Facilities Committee shall:~~

~~a.(1) Scheduleing sportsing events, ordering and schedule delivery of trophies, supervising sportsing events, and maintaining and ensuring availability of each sport's rules adopted by AANR-SW for play at an AANR-SW Convention.~~

~~b.(2) Arrangeing for and scheduleing entertainment.~~

~~c.(3) Consolidateing a schedule of all events and activities.~~

~~d.(4) Coordinatieng the Young Man/Woman of the Year Contest, youth sportsing events and other youth activities with the respective chairpersons from the hHost club and the AANR-SW Youth Committee.~~

~~e.(5) Accepting bids two years in advance from clubs wishing to hHost the Annual AANR-SW Convention; evaluateing all bids; and reporting to the AANR-SW Board with bidding clubs listed in order of preference.~~

~~f.(6)~~ Prepareing all resolutions to be presented thanking the Hhost club and others for helping with the Convention, and prepare any-special resolutions on any subject on which AANR-SW wishes to state a position rather than take ~~an~~-action.

~~(7)g.~~ Ensureing the Convention Contract is properly executed by the end of the ~~Mid-Winter~~Midwinter-Board Meeting prior to the ~~annual~~Convention.

~~(8)h.~~ Submitting final plans for the Convention to the President for approval.

~~i.(9)~~ Ensureing, to the best of its ability, that the Convention Contract is fulfilled by the Hhost club.

4. The Conventions and Facilities Chairperson may not be a member of management of the club hosting the AANR-SW Convention. In the event the chairperson becomes a member of management of the host club, the chairperson must resign, and the President shall appoint a new chairperson.

5. The Conventions and Facilities Chairperson shall appoint a Sports Subcommittee to assist the Conventions and Facilities Committee in coordinating and supervising sporting events at the AANR-SW Convention.

~~3. All nominations for convention awards and honors shall be presented to the President or the Conventions and Facilities Committee Chairperson. (Note: Awards and honors may be given only once to any one person or family. An individual award does not preclude eligibility for a family award, nor shall a family award preclude eligibility for an individual award.)~~

F. Resort and Club Management.

1. Solicit information regarding problems experienced by resort and club management, provide guidance to resort and club management, or refer resort and club managers to other sources for aid in solving resort and club management problems.
2. Encourage meetings and seminars that enhance proper resort and club management.
3. Coordinate the dissemination of information about proper resort and club management to the AANR Bulletin and to resort and club managers.
4. Work with the AANR Club Management Committee and the Resort and Club Management Committees of other regions to enhance resort and club management programs and ideas.

G. AANR-SW Youth.

1. Create and supervise youth activities (children age 17 or younger of AANR-SW members) that educate and entertain AANR-SW youth and promote the continuation of social nudism.
2. Prepare and submit for approval to the Board of Directors and the appropriate committees a recommended schedule and budget for youth programs on a regional level. Such programs shall include the Young Man/Woman of the Year Contest and activities for youth at the ~~Annual~~-AANR-SW Convention.
3. Assist and direct AANR-SW youth in electing officers and adopting policies for the benefit of their activities that are in compliance with AANR-SW and AANR policies. The President of the AANR-SW Youth may serve as an *ex officio* member of the AANR-SW Board of Directors, with the right to speak and represent youth interests, but without a vote.

H. Scholarships.

1. The Scholarships Committee shall consist of the Chairperson and two to four AANR-SW members appointed by the Chairperson.
2. Duties:

- a. Implement the AANR-SW scholarship program as established by the Board of Directors and/or the AANR-SW Scholarships Committee.
 - b. Review scholarship applications and award scholarships by majority vote.
- I. AANR-SW Historian. The official AANR-SW Historian shall be appointed by and serve at the pleasure of the AANR-SW Board of Directors.
- J. Governmental Affairs.
 - 1. Work with AANR-SW members, clubs, and other naturist groups to monitor state ~~and local~~ legislation and local ordinances to help prevent the passage of laws ~~and/or~~ ordinances that would restrict the practice of social nudism or nude recreation.
 - 2. Encourage governmental bodies to adopt liberal laws and ordinances concerning ~~clothing-optional-ersocial nudism and~~ nude recreation.
 - 3. Support and assist ~~in any way possible~~ those bringing or defending legal actions concerning social nudism.
 - 4. Receive and review AANR-SW legal fund monetary requests ~~for money from the AANR-SW legal fund submitted to AANR-SW~~ and make recommendations to the Board of Directors concerning such requests.
 - 5. Coordinate and serve as liaison with other local, state, and national organizations working on governmental affairs projects.
 - 6. Make recommendations to the AANR-SW Board of Directors concerning governmental activities that may affect AANR-SW or its members or clubs.
 - 7. Serve as liaison with the AANR lobbyist to coordinate AANR-SW activities with activities on the national level.
- K. Membership.
 - 1. Improve and enhance membership recruitment and retention.
 - 2. Study and consider changes in membership procedure and make recommendations to the AANR Board of Trustees.
 - 3. Work in cooperation with the AANR staff to:
 - a. Develop a marketing plan to increase membership.
 - b. Create effective ads for attracting new members of AANR/AANR-SW.
 - c. Develop a strategy for the placement of advertising that will yield the greatest results at the least expense.
 - d. Prepare and submit a proposed membership budget.
 - 4. Appoint a WINR (Women in Nude Recreation) subcommittee, which shall work with the Membership Chairperson to increase women's awareness of AANR and to increase the number of women members of AANR-SW.
- L. Credentials. The duties of the Credentials Committee shall be as stated in Article Six, Section VII, of the Bylaws.

Article VIII – ~~Sponsored Sports Events Rules~~Convention Sporting Events

- A. Eligibility for AANR-SW ~~Conventionsanctioned~~ sportings events ~~is~~shall be limited to adults registered for the ~~Ce~~onvention and/or their children under the age of 18.
- B. ~~The Host club of the Ce~~onvention host club shall make the rules for each sporting event available ~~for each event~~ prior to holding the start of that event.

- C. Convention attendees may enter an unlimited number of events~~as many events as they desire~~. However, it shall be each individual's responsibility to check the ~~competition~~-schedule and ~~report their entries, as well as to~~ resolve any ~~time~~-conflicts their schedule may have with other events.
- D. Forfeiture:
1. Any entrant not participating in another event when scheduled for a particular event will be allowed 10 minutes to be present for competition. Fifteen minutes will be allowed for a semi-final or final match. If the entrant is not present within the allotted time, he or she shall forfeit that event.
 2. If an entrant is engaged in another event at the time he or she is scheduled for a particular event, and no other match can be held without undue hardship with regard to the number of games remaining to be played and the time involved, the match will be forfeited.
- E. Volleyball
1. The U.S. Volleyball Association current rules of play ~~shall apply of the U.S. Volleyball Association shall apply~~.
 2. For any club-sponsored team to compete, ~~that a club~~-team must start and continue to play with ~~more than at least~~ 50% of the ~~playing~~-team ~~as registered being~~ members of the club under which the entry was filed.
 3. If there are less than five club-sponsored teams, the ~~C~~e-convention volleyball coordinator may form non-club teams to compete. After a round robin event, the Sports ~~Subc~~Committee shall select two teams to play for the championship and trophy in each class.
 4. No person registered on a team may play as a substitute on any other team in the same event.
- F. Horseshoes. The National Horseshoe Pitchers Association of America current rules of play ~~shall apply of the National Horseshoe Pitchers Association of America shall apply~~.
- G. Table Tennis. The U.S. Table Tennis Association current rules of play ~~of the U.S. Table Tennis Association~~ shall apply.
- H. Tennis. The U.S. Tennis Association current rules of play ~~of the U.S. Tennis Association~~ shall apply. Men, women, and coed ~~—~~ participants will play either Level A, B, or C (courts permitting).
- I. Any sport or game to be played at the ~~C~~e-convention not mentioned here shall be governed by the rules of the sport or game posted at sign-up.

Article IX – Honors and Awards

- A. Honors. AANR-SW may honor outstanding members of the Association by presenting a Man of the Year Award, a Woman of the Year Award, and a Family of the Year Award at each AANR-SW Convention.
1. Nominations for these awards may be presented in writing at any time prior to the General Assembly to the President and/or the Conventions and Facilities Chairperson. Persons making or seconding written nominations for these awards are not required to attend the General Assembly. Nominations may also be made orally at the General Assembly when nominations are requested by the President
 2. Each person or family is eligible only one time for these awards. However, an individual award does not preclude eligibility for a family award, nor shall a family award preclude eligibility for an individual award.
 3. Only members in attendance at the General Assembly may vote for honor awards; there shall be no proxy voting.
- B. Resort and Club Awards. An award shall be presented at each Convention to the AANR-SW resort or club that:

1. Has the greatest increase in the actual number of AANR members for the year ending December 31 prior to the Convention.
2. Has the greatest percentage increase in number of AANR members for the year ending December 31 prior to the Convention.
3. Has the most members in attendance at the Convention (excluding members of the host club).
4. Has the greatest number generated by multiplying the number of members in attendance at the Convention times the number of miles from the gate of the members' home club to the gate of the host club.

Article IX – Procedure Manual Appendix

- A. An appendix to the Procedure Manual shall be maintained which sets forth documents used in the operation of AANR-SW. These documents may be updated or corrected by the Recording Secretary in the case of simple editing ~~simple data~~ and may be amended by the Board of Directors or the General Assembly in the case of contracts or documents that carry contractual obligations, agreements, or contingencies.
- B. The Appendix shall include:
 1. Motion ~~Proposal~~
 2. Nominations ~~Form~~
 3. Youth Registration/Officer Permission ~~Form~~
 4. Convention Contract
 5. Facilities Questionnaire and Convention Bid Form
 6. Facilities Questionnaire for Bid on the ~~Mid-Winter~~Midwinter Board Meeting
 7. Honorary Awards Roster
 8. Oath of Office
 9. Photo Release ~~Form~~
 10. Resort or Club Delegate Certification